

Town of Brookline
Advisory Committee Minutes

Harry K. Bohrs, Chair

March 13, 2014

Present: Harry K. Bohrs, Carla Benka,, Clifford M. Brown, Lea Cohen, John Doggett, Bernard Greene, Nancy S. Heller, Amy F. Hummel, Systke Humphrey, Angela Hyatt, Alisa G. Jonas, Janice S. Kahn, Bobbie Knable, Fred Levitan, Pamela Lodish, Sean M. Lynn-Jones, Shaari S. Mittel, Lee L. Selwyn, Stanley L. Spiegel, Charles Swartz, Leonard A. Weiss, Karen Wenc, Christine Westphal

Absent: Sumner J. Chertok, Kelly A. Hardebeck, Michael Sandman

The meeting was called to order at 7:30 PM.

Announcements:

Warrants closed today. We'll have a list by next Tuesday's meeting.

1. Agenda Item: Health and Human Services

Presenting for the subcommittee is: Sytske Humphrey

See Appendix for Report of Subcommittee.

Also present: Alan Balsam (Director of Public Health)

Balsam: This budget is level-funded. All their contracts will go up 2%. A big initiative will be implementing the next iteration of the Human Relations Commission. A lot of progress on IT this year: all hand-held devices, credit card payments online. Polystyrene has created more challenges than they anticipated, and 100 companies have waivers and PH is working with them; whereas the plastic bags only required 7 waivers. Note: After 1 year, the waivers disappear and compliance is required. Had meeting with members of Precinct 11 to discuss issues about parking/ traffic, especially, in Medical Marijuana implementation; these were legitimate concerns that they will be able to figure out.

Discussion:

Q: What about the Asian festival? A: They did a festival at the HS this year with several hundred people. They will do it again. They raised funds privately to do it. Also a Committee formed to do the ML King event, and Liz Walker gave a very inspiring talk. Lots of festivals to celebrate Brookline's diversity.

Q: On medical marijuana, what is the time table? Any issues on credentials of provider coming to Brookline? A: NETA, who got the approval in Brookline, was criticized for one issue: Andy Epstein left

Department of Public Health, asked Ethics Commission if it was okay to take a job with NETA as their medical specialist – she’s a nurse. The Herald criticized this but she’s a fabulous professional and we’re lucky to get her. On April 1st, there will be a hearing for the licensing scheme before BOS. There will also be a hearing before the ZBA. And a 3rd hearing for final approval. Ample opportunity for people to comment. Coming up later in the spring.

Q: What health issue in Brookline needs more attention from us? A: Subpopulation health, and disparity between different groups. Gay Lesbian and Bi-Sexual youth, for example. Or subpopulations with regard to race, but we aren’t able to get sufficient data (low level of respondents from African Americans, for example) to make generalizations. We need to do a better job of getting information on sub populations and then addressing these. This will be for Human relations commission, together with Women’s Commission and Disability Commission.

Q: Coordination between Brookline food pantry and Health Department? People who come to food pantry could use health checks, etc. A: Nurse Barbara Wesley is there regularly , doing blood pressure checks and referrals. There are also a number of smaller food pantries and we are reaching out to them as well. There are also some questionable practices about food handling: The issue is do we want to put too many rules on putting people doing good work, but we do want to protect them from food borne illnesses.

Q: What legitimizes a food pantry? A: Needs a PH permit.

Q: What are issues? A: How to handle food so you don’t get sick. That’s first. Second, make sure that nutritious foods are being delivered, rather than junk food. Third, is working with low income folks around nutrition issues.

Q: What about doctors who claim they will write prescription for Medical Marijuana for a fee?

A: Without the MM law in place, people are permitted to grow marijuana. Once the law is in place, Health Department will be able to track doctors to figure out if they do or do not have a legitimate relationship with their patients when they prescribe MM.

Q: Re Styrofoam, are businesses cooperative? A: Most business are onboard, but some have inventory to use up, or haven’t found the right replacement (or haven’t tried hard enough). There aren’t so many options for lids on cups; and the replacement can be very expensive. 30-40% higher in price. Some places need time to work it into their budget. In 1 year, that latitude ends. Compliance is even better with plastic bags.

Q: How is Lyme reported? A: Doctor must report to state and local health department. When it goes to state, it gets entered into Maven computer system and Barbara Wesley gets notice about communicable diseases, immediately.

Q: What does Barbara Wesley do when she hears about Lyme? A: Her role is to find out if person is in treatment, where were you exposed. Her job is to prevent communicable diseases from spreading. Lyme is different, because not communicable.

Q: What about immunizations? A: It is mostly for kids, who must have it before going to school, and this is where they reach the immigrant population.

Q: Human Relations Commission: it appears there will be clearly be an increase in roles and also therefore in staffing. A: If Balsam can't raise enough through grants, he'll have to come back and ask for funding, but he will try hard to raise the funds. Lloyd G, Chris, Bobby PT, (all funded through the town); Rebecca 15 hours through grants, grad student intern.

Q: How will NETA deliver marijuana? A: It is healthier not to smoke – at all – so non-smoking alternatives are far healthier.

Q: Food trucks? Does Health Department inspect them? A: The program is pared back, because only one location makes money, and that is St. Mary's street. Today they approved food trucks at the HS. 6 or 7 licensed here. Real future for food trucks is special events, since we won't let them into a commercial area. We have had no code violations with food trucks.

Q: How do we keep down the proliferation of paper bags? A: They hope there will be a plastic bag that will be biodegradable, hopefully within a year.

Vote:

Upon motion duly noted and seconded, the committee voted in regard to the Subcommittee's recommendation in favor of the \$1,300,189 budget:

22 in favor, unanimous.

2. Agenda Item: Information Technology

Presenting for the subcommittee is: Bernard Greene

Also present: Kevin Stokes, Chief Information Officer for Town of Brookline and School Department

See Appendix for Report of Subcommittee.

Stokes: The CY2013 BrookOnline Report handout shows the end results of what they do.

1. Brookline App is highly utilized, and email distribution list. Many emails sent out. People can elect just the emails they are interested in.
2. E-Commerce: Early adopter and 10 programs that already offer this. Paperless initiative for e-bills.

3. Information: What people come to website to do – useful information to manage the website. Website will be replaced with a new one after Town Meeting, and continue to add new features and leverage what we do well.

In order for this to work, needs a lot of work and staffing; and robust infrastructure that works. Also needs for the schools, and they have it in place. And it has to work every day. Technology, hardware, and people.

Thinking about whether they should bring their IT consultant in-house? This person is very good and would be hard to replace. They could realize a savings (\$90,000 consulting to \$68,000 position plus benefits.)

Discussion:

Q: When do they outsource and when do they bring it in-house? A: It changes, and is inherent in the changing technology environment, as well.

Q: How much do they guide the schools on security issues? A: On the administrative side of the schools, those are walled off from the educational side. Now, those two worlds are getting closer; and it is evolving in the industry as well. For example, collaborative learning.

Q: The GIS mapping library – she would like to see many more maps in the library. A: Stokes would be glad to talk with her about what is missing; take the discussion offline.

Q: Galaxy Wi-Fi: This was mainly for Public Safety/Police Department. What will we do going forward, and what do we still use? A: We still have their infrastructure/ network is still operational; largely used for public safety needs. But forecasting forward, there will be a big cost to upgrade. After Marathon, we will discuss whether to go in a new direction, stick with it, etc. Mix of IT and Public Safety.

Q: Can we leverage technology to create efficiencies in education? Has that been part of the discussion of future of education in Brookline? Has he been part of that? A: Yes, they have been in that.

Q: What input does IT department have in School Department \$10 million, 5 year plan? A: Plan emphasizes using technology for teaching and learning. IT has been involved around both infrastructure and technology choices. They have to support it, technologically.

Q: Wi-Fi in town hall, why has it gotten so difficult? A: Stokes will consult with them about this.

Q: When will new Town website roll out? A: Just after Town Meeting.

Q: Why are jobs down in terms of web visits? A: New website is part of that with more features; also jobs are being posted other places. A lot of discussion w/IT and HR to elevate job listing access.

Q: What are costs, fully, of new position? Salary + benefits is a wash. But going forward, it is a benefit, because if this person left, the contract would cost at least \$30,000 more, given this consultant is relatively lower in cost. Sean: \$68,704 salary, Step I, plus \$21,296 benefits.

Q: What about insurances to cover breaches of e-commerce? A: We're trying to figure out what the coverage represents and what we would get. We're in discussions about this.

Vote:

Upon motion duly noted and seconded, the committee voted in regard to the proposed Amendment to the IT FY 2014 budget: Motion to move \$90,000 to services, and \$21,296 out to benefits.

In favor: 20-0-2

Upon motion duly noted and seconded, the committee voted in regard to the new FY 2015 proposed IT budget in the amount of \$1,751,863

21-0-1 in favor.

3. Agenda Item: Public Safety

Presenting for the subcommittee is: Alisa Jonas

Also present: Chief Daniel O'Leary, Anthony Ansaldi (Public Safety Business Manager)

See Appendix for Report of Subcommittee.

O'Leary: Report is online twice a year. Crime rate this year, 2014, already down 12%. Holding supervisors responsible for how they deploy their people to reduce crimes. They have computer program to track problems, give officer advice on how to solve the problem, and officers have to log into the system daily to show what they are doing. Very effective in crime reduction. Warrant unit, bike unit: all volunteer units. Loud parties are down 22% from this time last year. The force is focused on this loud party effort.

Brookline by Jan. 2015 might get the opportunity to have 911 calls routed directly to Brookline, rather than going to the statewide system. This is part of a phased in pilot like project.

9 recruits coming to Brookline. 16 came in with high quality candidates. They will go forward with 9. They will start police academy June 2nd.

Discussion:

Q: Has the street noise bylaw served any purpose? A: Stats don't break out noise on streets. Only track loud parties, so don't know if it's reduced nuisance behavior, but has had effect on loud parties.

Q: Surveillance cameras: Will police ask for 24/7 or some change? A: They went to camera committee and they voted unanimously to go to 24 hours. Hopefully BOS will vote in favor of this, which they can do on their own initiative. When they had a series of bank robberies in Brookline, they were on 24/7; now they're turned back to more limited time.

Q: 911 calls? Is there a way to raise awareness in town that when they call, better to call directly our police station? A: Yes, we could do some public education about this.

Q: What about youth crime? Can we cull out racial breakdowns? A: Yes, we can cull out racial breakdowns. We are participating in a study w/U. Mass. Lowell to figure out factors that they can look at for young person who is arrested, in terms of whether they should be diverted out of court, or go through court. They are collaborating with several other jurisdictions to do this project. They want to know about which kids have just messed up, and which kids are seriously a threat.

Comment: Diversion v. incarceration is key. Black kids get diverted much less; skewing to suggest black kids are more prone to crime. Hopefully, the study will come up with policies to prevent this outcome.

A: Our diversion program at the HS is diverting more white kids; that's the makeup of the kids at the HS, who we have a handle on.

Comment: Black kids are put into pipeline of crime, where white kids are diverted. A: That's why in the study, he reached out to major city chiefs, such as Chelsea, Framingham, Transit Authority. He thinks they'll get a pretty good feel of kids from different racial backgrounds to come up with good criteria that will not impact improperly minority kids.

Q: Civilian Complaint Board? A: They have 3 years of complaints, have had several meetings, and the report should be ready to go to BOS in April; and to Town Meeting in May.

Q: Re cameras, who do we share surveillance data? A: Only with specific request, except for the Marathon, when we give other Departments view only. We control the cameras, but they can see images.

Comment: Commended Police for Craigslist sting, which is catching people who are preying on 12-15 year olds, or at least think they are.

Q: What about phone fraud scams? A: They have put out press releases, got those out to the TAB; even used a reverse 911 call.

Q: How are they involved in MM? A: They've been working with NETA; asked for different security measures; have asked for certain cameras, where to store images; working with the architect to get

information; NETA has been very responsive to them around issues. Working on traffic issues with them. They will accept credit cards. They seem to really want to do the right thing and haven't said no to police yet.

Q: Does camera on Pleasant help them to keep down noise issues? And also Greenough? A: Yes.

Q: Please warn people about scams on email as well as phones. A: Yes.

Q: What about Boston Marathon, and impact this year? A: Working with state, Boston, and BU. Parking will be restricted along Beacon and back from main streets leading in (Harvard, St. Paul, Washington). To have roads open, should we need emergency vehicles. Still balancing so that it's an event for people to enjoy – merchants, spectators, etc. They expect 20,000 additional runners. There will be barriers along Beacon, with crossings only at pre-determined locations. They asked Cambridge to send teams (can be available for calls, for suspicious packages, etc.) so we'll have help if we need them. We are deploying more cameras on the route. Emergency Center at Beacon and Marion. 3 shelters will be open: 1443 Beacon, All Saints Church, Obei Shalom Temple; BU officers, Boston police and state police, in plain clothes. Bike unit, Brookline and Boston. Rapid response team.

Q: Assault in Washington Square; caught on video cameras? A: Somewhat, but obscured on our video camera; also Store 7/11 camera caught something.

Vote:

Upon motion duly noted and seconded, the committee voted in favor of the Subcommittee's recommendation in favor of the FY 2015 Budget in the amount of \$15,312,691 for the Police Department:

21 in favor, unanimous.

4. Motion to adjourn, unanimous.

The meeting was adjourned at 10:15 PM.

Appendix:

A. Health Department Report

B. IT Department Reports

C. Police Department Reports

Human Services Subcommittee Hearing

February 27, 4:30 pm

Public Health Building; library

Health and Human Services [IV 91-100]

Due notice was posted on the Town's website for the committee hearing

ATTENDANCE

Alan Balsam (Director of Public Health); Bobbie Knable (TMM #11); Lea Cohen (AC); Sytske Humphrey (AC).

BUDGET

The FY15 budget (\$1,300,189) shows an increase of \$36,771 due to an increase in Capital (\$24,420 purchase of Ford Transit), Personnel costs (Steps and Longevity \$7,064) and Service increases (Mental Health contract, wireless communications, credit card services and technical services (\$5,328)

PROGRAMS and SERVICES:

The Health Department coordinates with all town human services

Environmental Health

- Currently the (new) halftime position is adequate to follow through with licensing procedures related to eliminating the use of plastic bags and styrofoam containers. With the exception of 5, all businesses comply. About 100 businesses received waivers related to the use of Styrofoam.
- The health Department may have to include monitoring of nail salons; this would require additional time for a person.
- The department has 150 active participants in the Medical Corps and has excellent relations with the CERT team.

Child Health

- The health department continues to license and monitor summer programs (35 this year) and Day Care Centers. Bright Horizons is the newest program and is licensed for 120 kids.

Community Health

- The department monitors outbreaks of infectious diseases (15 this year).

Mental Health

- Health Insurance and client fees pay for only 50% of services provided by the center.
- Published the 15th edition of Healthy Brookline.

Substance Abuse and Violence Prevention

- The use of e-cigarettes will be regulated in the future.
- The Brookline Parent Education Network addresses many issues related to the emotional wellbeing of our school age population.
- Several initiatives to control tobacco use are being considered: raising the age from 19 to 21, and preventing smoking in front of the HS.

Human Relations/Human Services

- The Human Relation Staff has 4 members and a full time Intern.
- \$7000 rolled over from the old Human relations Department.
- The Women Commission is fully staffed.
- MLK event and Asian Festival were very successful
- Developed a blueprint to recruit for diversity in new jobs.
- Leadership to direct staff should be in place within 3 months.
- Together with planning committee will work on fair housing issues (among others, tests pertain also to disability and economically disadvantaged)
- At the hearing a concern was cited about too much lumping together of data of racial groups. Data defines white/non-white. N is good for Asian experience, but too small for Latino and Black experience.

GENERAL

- Inspections are performed with handheld devices.
- Food sanitation inspection reports are on line.
- The department accepts MC and VISA for permitting payments.
- Health department Interns continue to be enthusiastic.
- A workshop for precinct 11 about Medical Marijuana is in the works.

RECOMMENDATION

The subcommittee unanimously recommends the \$1,300,189 budget (listed on IV-104).

INFORMATION TECHNOLOGY DEPARTMENT

The Administration and Finance subcommittee met on Thursday, February 27, 2014 at Town Hall on the Information Technology Department (“IT”) budget. Present were John Doggett, Clifford Brown, Harry Bohrs, and Bernard Greene for the subcommittee and Kevin Stokes, Chief Information Officer for both the Town and the School Department, for IT. The IT operating budget numbers appear in summary form at II-7 and in detail at IV-9 in the Financial Plan.

Background

IT manages how the Town uses information technology systems to deliver services to both the Town and the School Department and the public. IT is responsible for systems and data processing, telecommunications systems and networks, delivery of applications and other information services, protection of computer data and information services products against hackers, data loss, and other risks, identification and development of new technological initiatives, and training.

IT Budget Request

The IT budget request for fiscal year 2015 is \$1,773,159. This represents an increase of \$81,913 or 4.8%. This increase is comprised primarily of the School Department’s budget contribution to IT being transferred to the Town’s budget in the amount of \$75,000. The remainder represents personnel step increases of \$6,500 and a capital adjustment of \$300. This budget request reflects only Town moneys available to IT; the School Department budget includes additional funds of \$575,000 that go into the IT budget.

Discussion

IT’s budget increase of \$75,000 is part of the so-called bridge budget’s attempt to maintain school programs. The bridge budget transfers infrastructure costs from the School Department’s technology budget to the Town’s technology budget. Kevin Stokes noted that the bridge budget reflects the Town’s budget pressures and challenges in fiscal year 2015, which will affect IT’s functioning in many ways.

* Previous IT investments in technology infrastructure will require budgeting under fiscal year 2015 realities for the cost of maintenance, repair, and ultimately replacement of the investment that occur over more than one fiscal year period. Similarly, renovations of public buildings, such as schools, always include infrastructure costs and the maintenance and replacement costs of those infrastructures are incurred over time. Budgeting for these costs beyond fiscal year 2015 will be uncertain.

* IT must be able to meet the performance, capacity, and reliability demands of a shared infrastructure (between the Town and the School Department) and financially manage the unpredictable ebbs and flows of technology purchases and replacements, both large and small, which will be paid beyond the current fiscal year.

* IT has not been able to develop a strategy for determining when to out-source a task and when to handle a task in-house, which would help determine how those investments are used or whether additional investments will be needed. Kevin Stokes gave examples of matters that he must address without such a strategy and the short-term decision-making that result.

Payroll was initially out-sourced, but it has now been brought in-house with the MUNIS municipal accounting system.

IT is considering plans to move the website and email applications, which are handled in-house, to outside systems (in the “cloud”) because of the amount of time that it takes to maintain those services and protect them from the large number of attacks they face daily. Email would migrate to Microsoft Outlook.

The Town will need to use the in-house Microsoft Exchange system for handheld devices, which are becoming more important as many Town operations are becoming mobile.

Stokes noted that IT has a contract employee with specific valuable skills who IT wants to bring on as a full time employee. The Town will have to balance the cost of hiring that person with the more substantial cost of replacing that person’s skill set based on fiscal year 2015 realities.

Other challenges cited by Kevin Stokes included:

* The Town’s Galaxy Wi-Fi network is now used by the Town only for its surveillance cameras. After this year’s marathon, the Town will have to consider what to do with the system. To go to the next generation Wi-Fi would require substantial expenditures.

* IT operates all of the Town and School Department’s infrastructure, which must be “robust,” meaning able to withstand stress without breaking down, because it is widely used by the public. Examples include the services available on the BrookOnLine site, and the social media sites.

In response to questions from the subcommittee, Kevin Stokes cited the Assessor Department’s online property database as the most popular public site. Real estate agents use the property database extensively. The subcommittee asked whether there was any consideration of charging real estate agents and others for using the site. There are no such plans.

There was also discussion of whether the revenue subcommittee of the Over-Ride Study Committee considered recommending passing through to the user the costs of using credit cards for meters and other revenue sources and whether and the extent to which the costs of those services are recovered versus being absorbed by the Town.

An additional challenge is a new State requirement that testing of children provide real-time feedback, which increases the pressure on bandwidth made available to the schools. The price of the necessary increase in bandwidth for this and other school purposes, however, is manageable as the cost of bandwidth is decreasing at a significant rate.

IT also controls heating and lighting in many Town buildings. This necessitates managing the Town's infrastructure in ways that accommodate those services.

IT's 2015 Objectives, which are listed in the Financial Plan at page IV-10, are listed by division: administration, application management, network support, and Help desk. IT's accomplishments in those areas to this point are listed following the Objectives.

Stokes distributed to the subcommittee a calendar year 2013 Web Report showing IT public usage of the Town's website and social media. That report is in your packet.

Recommendation

The Subcommittee voted UNANIMOUSLY to recommend to the Advisory Committee that IT's fiscal year 2015 budget request be favorably recommended to Town Meeting in the amount of \$1,773,159.

BrookONline CY2013 Report



NOTIFY



NOTIFY APP:

2,842 Requests fixed in 2013!

	CY2012	CY2013
Broken Parking Meter	348	680
Graffiti	186	717
Unshoveled Sidewalk	22	386
Streetlight	228	263
Pothole	112	208
Public Trees	96	115
Sidewalk Obstruction/Repair	149	191
Abandoned Bike	26	103
Damaged Sign	243	86
Roadway Plowing/Sanding	5	52
Park Playground Equipment	24	80

Email Notifications

	CY2012	CY2013
Email Lists	108	119
Subscribers	8,811	9,489
Emails Sent	583,671	648,323
Open Rate	25.3%	29.6%

PAYMENTS

E-Commerce Initiative

- Property Tax
- Water/Sewer
- Recreation Programs
- Licensing Renewals
- School Lunches
- Motor Vehicle Tax
- Refuse Bills
- Parking Tickets
- Electric Permits
- Vital Records

	Transactions	Amount
FY2013	68,896	\$13,900,000
FY2012	63,126	\$9,922,136
FY2011	56,729	\$7,330,635
FY2010	49,228	\$5,664,720
FY2009	46,973	\$4,791,103
FY2008	46,203	\$4,027,379
FY2007	37,416	\$3,511,872
FY2006	31,309	\$2,702,708
FY2005	23,314	\$1,722,474
FY2004	17,119	\$1,214,508
FY2003	12,407	\$889,861
FY2002	833	\$163,056

Paperless Initiative

CY2012: 831

CY2013: 1,154

12,984 pages & envelopes saved!



INFORMATION

Top 10 Visited Pages

Webpage Visited	2012	2013
Town Homepage	324,165	335,551
Recreation Homepage	81,219	*55,267
Assessors Department	64,767	87,513
Parking Tickets	54,543	69,943
Departments Listing	47,409	52,726
Aquatics Center	29,830	38,541
Jobs	28,328	18,847
Rec Facilities Closings	20,082	15,217
Building Department	18,883	17,364

* Half of CY2013 included

Social Media Outlets



413 Facebook Likes

379 Facebook Posts



1,480 Twitter Followers

1,311 Tweets

Growth in Mobile Devices

CY2013 7,869

CY2012 3,182

BROOKLINE ADVISORY COMMITTEE

Public Safety Subcommittee

Report on FY2015 Police Department Budget

The Public Safety Subcommittee held a public hearing on the FY2015 Police Department Budget on Tuesday, March 4th at 6:30 PM in Brookline Town Hall, Room 310. Attending were Chief Daniel O'Leary, Anthony Ansaldi (Public Safety Business Manager), Melissa Goff (Selectmen's Office), Thomas Maguire (President of the Brookline Police Union), Ruthann Sneider (TMM 6), and members of the Subcommittee, Janice Kahn (chair), Karen Wenc, Alisa Jonas and Lea Cohen.

Proposed FY2015 Budget (See pp. IV-41–IV-48 of the *FY-2015 Financial Plan*)

	<u>Actual</u> <u>FY2013</u>	<u>Budget</u> <u>FY2014</u>	<u>Request</u> <u>FY2015</u>	<u>\$Change</u>	<u>%Change</u>
Personnel	13,516,008	13,589,078	13,615,205	26,126	0.2%
Services	351,552	457,669	505,169	47,500	10.4%
Supplies	202,220	221,750	221,750	0	0.0%
Other	58,873	64,000	64,000	0	0.0%
Utilities	373,720	438,897	425,423	-13,474	-3.1%
Capital	452,278	440,284	481,144	40,860	9.3%
 TOTAL	 14,954,653	 15,211,679	 15,312,691	 101,012	 0.7%
BENEFITS			7,499,482		
REVENUE	8,349,566	8,147,000	9,789,000	1,200,00	14.0%

Total recommended FTEs are flat 179.3.

Discussion:

Summary of Budget Increases/Decreases. (See pp. II-14/15; II-25; IV-42)

There is an overall budget increase of \$101,012 (0.7%). Personnel increases \$26,126 (0.2%), primarily due to Steps (\$57,153) and Longevity Pay (\$2012), offset somewhat by decreased Quinn payments (decreased by \$33,039). Services increase by \$47,500 (10.4%) largely driven by expenditures for Wireless Communications (\$25,800) and Credit Card Service Charges (\$25,000). Supplies and Other are level-funded. The \$13,474 (-3.1%) decrease in Utilities is due to a favorable Gasoline contract (saving \$17,059) and slight decreases in Electricity and Water and Sewer. These decreases are offset by increases in Natural Gas (\$4,277) and Diesel Fuel (\$382).

Capital increases by \$40,860 (9.3%). The total expenditure of \$481,144 is for: 10 vehicles (Ford Taurus cruiser replacements, 1 Ford Interceptor for transport, communication equipment, bulletproof vests, 26 leased in-car laptops, and 46 leased PCs).

Personnel:

- *FTEs:* Funding is being requested for 179.3 FTEs, which is the same as in FYs 2012 through 2014.
- *Vacancies to be Filled:* The Department currently has 9 vacancies, and the Selectmen have approved filling 8 of these vacancies. In addition, an officer is resigning, which will result in another position to be filled. The Department is in the process of hiring recruits for these positions, who will be trained at the Lowell Academy from June-November, which will enable them to begin working in February 2015.
- *Dispatchers Trained for Public Safety Positions:* A change in the system of hiring has been to train dispatchers, who are civilian employees, for positions in the fire and police departments. All four dispatchers currently on staff will be moving to these departments, with 3 hired by the fire department and one hired by the police department. The advantage of hiring dispatchers is twofold: They already have experience with the Town's Public Safety departments, and the departments have direct knowledge of what type of employees they are.
- *Coordination of Public Safety Business Office and Police Traffic Division Personnel:* Following up on the recommendation of an outside consultant's management study, the office space for these two units has been combined and the staff is being cross-trained, which has resulted in greater efficiencies, and enabling the Traffic Department to catch up on backlogs of citations.

Crimes: The crime rate is at the lowest level in recent history. Part A Crimes (murder, rape, robbery, assault, burglary, larceny and motor vehicle theft) has dropped gradually from 2249 in calendar year 1994 to 879 in calendar year 2013, a 61% decrease. From calendar year 2012 to calendar year 2013, Part A crimes decreased by 12%, with 118 fewer crimes occurring. The largest reductions were in robberies (54%), assaults (26%), and burglaries (23%). Rapes increased by 100%, but the numbers of rapes were relatively low in both years (3 in 2012 and 6 in 2013). The number of FY 2013 Part A crimes, shown in the Financial Plan, is 926, which is somewhat higher than the number of calendar year crimes, but is nonetheless lower than in FY2012 as well as in any other year in the past 20 years.

According to the Chief, one reason for the decrease in crime from 2012 to 2013 is a change in the approach to deployment of personnel to crime areas. Officers are now deployed to areas of specific crime activities sooner than they had been, which has led to more arrests and arrests before the criminal has had the chance to do additional crimes. This earlier deployment of police also has had the effect of lowering overtime, since officers are already deployed at the location of likely criminal activity during their regular shifts. This more targeted deployment has been made possible through improved statistical analysis of crime data (location, time of day, etc.). Other initiatives, such as the

Patrol Warrant Unit and the Crime Suppression Unit, discussed below, likely have also contributed to the lower crime rate.

Patrol Warrant Unit. The Department now has a dedicated Patrol Warrant Unit, staffed by volunteers from the Patrol Unit, as is the case with the staffing of the Bike Unit. By having officers dedicated to dealing with warrants, which includes investigating the location of suspects, prioritizing the targets of research, and the serving of warrants, the Department has been able to serve warrants more quickly, with priority given to warrants issued to violent offenders. In calendar year 2013, 138 outstanding warrants were cleared, either through arrests made (62), self turn-ins by the individual after calls made by Unit officers (10), or investigations establishing that warrants no longer need to be served, either because the suspect already is in custody or incarcerated or deceased (42).

Crime Suppression Unit. The three-person Crime Suppression Unit is assigned particular crimes to pursue, for instance, underage prostitution online and drug crimes. While the Unit is part of the Detective Unit, its work differs from that of the detectives, who are assigned specific cases to investigate rather than particular crimes.

Bike Bait Program: Initiated in 2012, the Bike Bait Program was redeployed in June 2013 after an increase in bike thefts. The “Bait Bike,” which has a hidden GPS, was placed in bike theft hot spots and stolen 6 times in calendar year 2013, resulting in 9 arrests of suspects who have extensive criminal histories.

Loud Party/Noise Complaints. Noise complaints decreased 20% from calendar year 2012 to calendar year 2013, from 719 to 656 complaints. During that same period, loud party complaints decreased by 34%, from 286 to 203 complaints. By-Law citations were only slightly decreased, from 168 to 164 citations issued. Chief O’Leary attributes the reduction in complaints to several measures taken by the police, but in particular, the increased police outreach to students moving to Town at the beginning of the school year. The outreach involves having police personnel meeting with students and parents during the Labor Day weekend, the largest move-in weekend, and distributing the “Brookline Blue View” leaflet to the students and in buildings populated by many students. These leaflets summarize the Town’s expectations, including those of the Police, Fire, Public Works and Public Health Departments. The Department also continued implementation of the Loud Party Car initiative, whereby additional officers supplement the regular patrol cars on weekend nights to specifically follow up on noise and party complaints. Also, repeat offenders are issued a \$300 fine, as are the landlords of the offenders. The decrease in complaints seen in the calendar year comparison is not reflected in the comparison by fiscal years (164 loud party complaints in FY2012, compared to 162 complaints in FY2013). This may be because FY 2013 ended prior to implementation of the move-in day outreach efforts.

Enhanced 911. With Brookline’s Enhanced 911 system, all calls from landlines automatically are linked to their location, which ensures that they are connected to Brookline’s public safety dispatchers, who also receive information about the identity of

the caller. Cell phone calls are still not incorporated in the E911 system, which is increasingly problematic, as more and more people no longer use landlines. In calendar year 2013, of the 12,951 911 calls to the Dispatch Center, 6804 calls, or 53%, were from landlines, and 6147 calls, or 47%, were made from cellphones. Boston has a pilot E911 program for cellphones, but Brookline has to date been unable to have a pilot program implemented here.

Credit Card Usage: One of the largest increases in the police budget is for credit card service charges. More persons are using credit cards to make parking-related payments. Specifically, in FY2013, 60% of multimeter receipts and 25% of parking receipts at the Town's traffic window were from credit card payments. The increase in credit card usage results in an increased cost in servicing these payments, and this is reflected in the \$25,000 projected increase budgeted for FY2015.

Tracking Collection of Payments for Detail Work: The Department has now begun to keep statistics on the collection of payments by those who have hired police officers for detail work. The overall collection rate is high, but it sometimes takes a few months and some prodding to receive the payments. At times the Town puts liens on property of delinquent payers that is located in Brookline. The use of liens has been used several times to encourage payments by Verizon and NStar.

Planning for the 2014 Boston Marathon. The following precautionary steps are being taken to increase public safety:

- More plainclothes officers.
- More barricades will be used in place of ropes to keep the road clear for runners and to prevent persons from crossing Beacon Street except at designated crossings that will be manned by police.
- More Fallon ambulances will be in service.
- The Police will get additional manpower from the State Police, including officers with weapons, and from the Cambridge and Boston police departments.
- More cameras will be installed. We currently have 4 installed on the route, and we will be loaned an additional 5 cameras.
- Cambridge is providing 3 bomb disposal units, each with bomb-sniffing dogs.
- No parking zones will be extended further from the route to improve access for emergency vehicles.

See additional handouts for stats on calls for drug overdoses and for the many calls for assistance from Bournewood Hospital and Human Resources Institute (HRI).

RECOMMENDATION: The Public Safety Subcommittee of the Advisory Committee recommends the allocation of \$15,312,691 for the FY2015 Police Department budget.

Dr. Balsam,

Lynn mentioned you were looking for OD numbers for Brookline for CY 2013 for a meeting. Below is a chart that indicates the numbers per our data.

The column marked "Overdoses Dispatched" equals the number of times we were dispatched to a suspected overdose of any kind.

The column marked "Clinical Impression" equals what our paramedics diagnosed the patient after a patient assessment.

Finally Narcan was administered 27 times in 2013 to patients in Brookline. This data can be drilled down further if you require additional information.

Hope all is well.

Kevin

Brookline 2013 Overdose Calls			
Month	Total Calls	Overdoses Dispatched	Clinical Impression
January	402	7	6
February	373	2	4
March	357	2	0
April	461	8	10
May	420	10	7
June	448	8	10
July	384	2	6
August	471	10	4
September	459	18	8
October	426	6	5
November	404	8	8
December	440	6	7
Total Calls	5045	87	75
Total Narcan Administration 2013 = 27 times			

Brookline Police**CALL ANALYSIS
300 SOUTH ST
(BOURNEWOOD)**

Chief Daniel C. O'Leary

March 06, 2014

CALL ANALYSIS

There were a total of **185** Calls for Service in 2011, **188** Calls for Service in 2012 and **164** Calls for Service in 2013 at 300 South St (Bournewood). Year-to-Date 2014, there have been **34** Calls for Service at this location. During the same time frame last year (1/1/13-03/05/13), there were **32** Calls for Service, which means 2014 has seen a 5.9% increase in calls.

The most common calls for service were: Medical Emergencies, Past Assault and Batteries, and Service of Papers/209A/Warrant.

***The data in this report is taken from the CAD system within the Larimore RMS.

Highlighted Incidents 2014 YTD:

- 2/4/14: SP who has mental disabilities was trying to pick a fight with Vic the night before and in the morning. When SP saw Vic in the hallway on this date SP punched Vic causing swelling and loose teeth. SP was summonsed for Assault and Battery.
- 2/8/2014: Two juvenile patients who were at Bournewood on Section 10 orders escaped the hospital by kicking open two locked doors. Both were subsequently found and returned.
- 2/28/14: Vic left his phone in a basket before seeing his doctor as required by Bournewood policies. When Vic returned his phone was gone. The phone was traced to a juvenile who was visiting his sister at the hospital. The juvenile has been summonsed for Larceny.
- 3/2/14: Vic inquired as to how SP was feeling and SP gave Vic a disrespectful answer. A verbal exchange ensued, which led SP to punch Vic in the chest area twice with a closed fist. SP has been summonsed for Assault and Battery.

Call Code	2011	2012	2013	2014
A+B Report		1	5	
Abandoned Property	1			
Abandoned 911 Call	8	11	4	
Alarm (Business/Commercial)	1			
Alarm Fire	8	2	12	1
Animal Follow Up			1	
Animal Loose	1		1	
Assault & Battery	7	9	8	1
Assault/Sexual Assault		3		
Assist	2	3	2	1
Assist Citizen		4		
Assist Other Agency		2	3	
Assist Other PD		2		
Car Break	1			
Check On Well Being	1	1		1
Civil Matter	1			
Citizen Complaint			1	
Department Information		1		2
Dispute	2	1		1
Disturbance	3	5	7	1
Drug Investigation			1	
Fight In Progress	1	1	1	1
Follow Up	8	6	8	1
Forgery		1		
Fraud Check/Credit Card			1	
General Dept Service	1			
Indecent A+B	9	1	2	
Indecent Assault		6	3	2
Indecent Exposure		3		
Intoxicated Person				1
Investigation	3	1	1	
Medical Emergency	49	34	24	4
Missing Person	2	2		

Missing Person Returned		1		
Motorist Lock Out		1		
Noise-Construction		1		
Noise Complaint			1	
Notification				
On Sight Arrest	1			
Past Assault& Battery	11	23	24	8
Psychiatric/Abnormal Behavior/Suicide	2	1	1	
Recovered Property		1		
Request Police	16	16	12	3
Request-209A Order			1	
Run Away	6	7	5	1
Service of Papers		13	9	2
Service(209A/Warrant)	18	2	10	
Sexual Assault	8	3	4	1
Suicide Attempt	2		1	
Suspicious Activity		1	1	
Suspicious Person		2	2	
Theft	1	1		1
Threats	3	5	2	1
Threats By Phone		1		
Traffic Crash	1			
Unwanted Person		1		
Violation Town By Law		1	2	
Violation of 209A Order		1		
Warrant Arrest	6	5	3	
Weapons Violation		1		
Wires Down	1		1	
Totals:	185	188	164	

